



Local Emergency Planning Committee  
For New Castle County  
P.O. Box 2998  
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Phone (302) 395-3633  
Fax (302) 323-4573  
David Irwin, Chairman  
Tom Kovach, Vice Chairman  
Jacob Morente, Vice Chairman

**LEPC for NCC – January Meeting**  
**Meeting Minutes**  
**January 9, 2017**

**I. Call to Order**

Chairman Irwin called to order the January 9, 2017 meeting of the Local Emergency Planning Committee of New Castle County at 2:31 pm.

**II. Introductions**

Chairman Irwin started with introductions. Everyone went around the room introducing themselves and the company, community, citizen or agency they represented. The following persons were present – (Sign In Roster Attached).

Voting Members: (30)

Jeff Backus – DuPont Stine Haskell Research  
Bob Barrish – Community Representative  
Kim Bennett – Formosa Plastics  
Joe Cochran – NCC OEM  
Avery Dalton – State Official / DEMA  
Bill Davis – EPCRA DNREC  
Mark Dolan – ARP DNREC / NCCIHMR Training  
Dave Ennis – Past LEPC Chairman  
Bob Fox – State Fire Marshal's Office  
Mike Gladle – University of Delaware  
Babak Golgolab – Claymont Comm. Coalition/DRBA  
Mark Hanson – Industry / DuPont Exp. Station  
David Irwin – Chairman LEPC NCC / SERC  
William Kelly – Industry, Sunoco Logistics  
Lynn Krueger – Duffield Associates  
Rick Perkins – State Official, Dept. Public Health  
Joseph Leonetti, Sr. – St. Francis Hospital  
Mark Logemann – Capt. NCC EMS  
Mark Lucy – Industry, Miller Environmental  
Bill McCracken – Citizen / IT Comm.  
Senator Harris McDowell, III – State Senate  
Jacob Morente – LEPC NCC

Beth Neumane – Industry, Rogers Corp.  
Joseph Rubin – Banking Industry, WSFS  
Sharon Jefferson – American Red Cross  
Al Stein – Citizen  
Charles Stevenson – Sussex LEPC  
John Verdi – BASF

Non-Voting Members: (11)

Rob Armstrong – Miller Environmental  
Dave Carpenter – NCC Office Emergency Mgt  
Ken Cenci – ARP DNREC  
Michael Doss – Print Pack  
Joe Cozza – State Senate  
Phillip Reynolds – Miller Environmental  
Tim Wood – Solenis  
Erin Goldner – Addiction Non-profit  
Edwin Shively – Hologic  
Mike Nichols – Chesapeake Utilities  
Chad Ingram – Delaware State Fire School

**I. Welcome** Chairman Irwin welcomed everyone to the meeting and introduced the meeting host, Ms. Beth Neumane from Rogers Corporation. Ms. Neumane provided refreshments for the meeting.

**III. Agenda Approval** Chairman Irwin noted a steering committee member who needed to leave early and asked if agenda item #10 'New Business' could be moved into the #6 the order of business. Motion to accept with change by Beth Neumane, Seconded by Al Stein. Vote: All in Favor. Motion passed.

**IV. Approval of minutes from last meeting – November 14, 2016** Meeting minutes with sign-in roster, committee and staff reports were sent electronically to members. Chairman Irwin asked for any corrections; none were offered. Motion to accept as submitted by Babak Golgolab, Seconded by Mark Lucy. Vote: All in Favor. Motion passed.

**V. New Business** - Chairman Irwin introduced LEPC Steering Committee Chairman Golgolab and transferred the meeting him and agenda item #6a. Mr. Golgolab asked Chairman Irwin and Vice-Chairman Morente to leave the room while the meeting went into Executive Session.

a) Renewal of LEPC Staff Service Agreement Babak Golgolab

After five-minutes, LEPC Chairman Irwin and Vice Chairman Morente were welcomed back into the room. Mr. Golgolab congratulated Mr. Irwin and informed him that he's been reappointed Chairman of the LEPC for NCC and his work agreement renewed by a majority of voting members. Mr. Golgolab stated that Mr. Morente's contact is with the State, he then transferred the meeting back to Chairman Irwin.

b) FY 2018 Budget Chairman Irwin presented the budget on the overhead screen, explained expenses and answered one question. Mr. also explained that the Steering Committee voted to approve the budget, the SERC Finance Committee sets and approves the final budget.

c) FY 2018 Work Plan Mark Dolan representing the Steering Committee presented the work plan on the overhead screen and answered questions. The plan was approved by the Steering Committee.

d) LEPC Reports LEPC Chairs

- o Chip Stevenson – Sussex County. Thanked well-wishers from the crippling weekend's snow storm. The next Sussex LEPC meeting is Thursday, January 12<sup>th</sup> in Georgetown.

## **VI. Committee Reports**

a) **Finance:** Chairman Irwin reported expenditures since the November 14<sup>th</sup> 2016 LEPC meeting.

Budget balance as of 11/14/16	\$61,173.54
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Expenses:

NCCIHMR Training Support	\$1,626.00
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Staff Fees (November & December)	\$13,333.34
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Total Expenses	\$14,959.34
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Budget Balance	\$46,214.20
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b) **IT:** Bill McCracken read Information Technology Committee report. (attached)

c) **DECON:** Joe Leonetti, Sr. read Decon Committee report. (attached)

d) **Training:** Mark Dolan – Mr. Dolan read Training Committee report. (attached)

e) **Transportation:** Al Stein. - Mr. Stein read Transportation Committee report. (attached)

## VII. EPCRA Report

Bill Davis from DNREC EPCRA provided the following:

EPCRA Reporting Program LEPC Report - January 2017

RY2015 312-Reporting Status as of January 3<sup>rd</sup>, 2017 – Year End Totals

2107	Reporting Year “2015” 312-reports submitted to date
715	Sussex
451	Kent
806	New Castle
135	Wilmington
1865	2014 312-reports (as of 12/31/15) Increase of 242 facilities

- **New DNREC EPCRA Staff – Christie Ray succeeds Tara Chambers**
- **2016 Reporting Year** – Reminders have been sent to facility **Regulatory Point of Contacts** and **User Submitters**. Emails that failed were followed with a paper-mail reminder and a request to update their email address.
- **January Workshops** - In progress. DNREC will conduct Tier II reporting workshops across the State in January. LEPC staff are welcomed to attend any session.

1/10	Tuesday 10:00	Dover Fire School – Joint session with Kent LEPC
1/18	Wednesday 10:00	Dover Fire School
1/25	Wednesday 10:00	Dover Fire School
1/12	Thursday 10:00	Georgetown Fire School – Joint session with Sussex LEPC
1/19	Thursday 10:00	Georgetown Fire School
1/26	Thursday 10:00	Georgetown Fire School
1/4	Wednesday 10:00	DNREC Lukens Drive New Castle
1/17	Tuesday 10:00	New Castle Fire School
1/24	Tuesday 10:00	New Castle Fire School

## VIII. SERC/DEMA Report

Avery Dalton provided the following report.

- **SERC Quarterly Meeting** 12/14/16 – Lisa Dunaway of the Infrastructure Security Compliance Division for the Department of Homeland Security and representatives from OSHA and EPA provided a presentation on Executive Order – EO 13650 and an update on Chemical Facility Anti-Terrorism Security (CFATS) for the State of Delaware.
- **Next SERC quarterly meeting** is on March 8th. There will be a budget discussion and other topics may develop in the interim.
- **DEMA** – Siren test on 1/10/17 at 10:25 a.m. to test Delaware’s 37 sirens within the 10 mile EPZ (emergency planning zone).
- **DEMA Training** – AWR 147 Rail Car Incident Response course scheduled for 14 Feb 2017.

## IX. Staff Reports

- Jake Morente – read accomplishments since last meeting (report attached)
- Chairman Irwin – read accomplishments since last meeting (report attached)

## **X. Old Business**

- Workshop Chairman Dave Irwin provided an update on the 10<sup>th</sup> Annual State of Delaware 2017 Hazardous Materials Training Workshop. Mark Dolan said that corporate and sponsorship letters have been emailed to the event partners. Mr. Dolan explained the move of keynote speaker and presentation before dinner to hold the interest of Friday's attendees. Chairman Irwin noted the success of Friday course offerings over the past few years. The next Workshop Planning Meeting is scheduled for Tuesday, January 10<sup>th</sup> 2017, 2:30pm at the Mill Creek Fire Company.

## **XI. New Business** (previously moved ahead in agenda)

- XII. Presentation** - Mark Dolan (NCCIHMR Training Committee) provided an informative 15-minute power point presentation on the DOT Emergency Response Guidebook (ERG) noting changes and additions in the newly released book. Mr. Dolan answered questions.

## **XIII. Any other Business**

*Next Meeting – Monday, March 13th, 2017 – Delaware State Fire School – New Castle Campus, 2311 MacArthur Drive New Castle 19720*

Host: Miller Environmental

- XIV. Adjournment** – Motion to adjourn by Babak Golgolab, Seconded by Kim Bennett. Vote: All in Favor. Chairman Irwin adjourned meeting at 3:26 pm

Recorded and submitted, J. Morente



**LOCAL EMERGENCY PLANNING COMMITTEE**  
**For NEW CASTLE COUNTY**  
**SIGN IN SHEET**

**HOST: Rogers Corporation**

**LOCATION: Delaware State Fire School - New Castle Branch**

**DATE: January 9, 2017**

2016/2017 SERC Approved VOTING MEMBERS: 35		
Name	Representation	Signature
David Anderson	Community Rep.	
✓ Jeff Backus	Industry	Jeff Backus
✓ Bob Barrish	Community Rep.	Bob Barrish
Kim Bennett	Industry	Kim Bennett
Councilman John Cartier	Elected NCC Official	
Joseph Cochran	Local Government	Joseph Cochran
✓ Avery Dalton	State Official	Avery Dalton
✓ Bill Davis	State Official	Bill Davis
Russ Davis	Industry	
✓ Ron Dietrick	Industry	Ron Dietrick
✓ Mark Dolan	State Official	Mark Dolan
David H. Ennis	Past Chairman	David H. Ennis
Robert Fox	State	Robert Fox
Mike Gladle	Academia	Mike Gladle
✓ Babak Golgolab	Community Rep./DRBA	
Mark Hanson	Industry	Mark Hanson
Wayne Hopkins	Industry	Wayne Hopkins
✓ David Irwin	Chairman	David Irwin
William Kelly	Industry	William Kelly
Kierston Koory	Industry	
Tom Kovach	Vice-chairman	
✓ Lynn Krueger	Duffield Associates	Lynn Krueger
Rick Perkins	State Official	Rick Perkins
✓ Joseph Leonetti, Sr.	Hospital	Joseph Leonetti, Sr.
Capt. Mark Logemann	NCC EMS	Capt. Mark Logemann
✓ Mark Lucy	Industry	Mark Lucy
Bill McCracken	Public	Bill McCracken
✓ Sen. Harris McDowell, III	Elected State Senator	Sen. Harris McDowell, III
✓ Jacob Morente	Vice Chairman of LEPC	Jacob Morente
✓ Beth Neumane	Industry	Beth Neumane
✓ Joseph Rubin	Banking Industry	Joseph Rubin



Sharon Jefferson	American Red Cross	Sh
Al Stein	Public	Al Stein
Charles Stevenson	Local Government	Charles Stevenson
John Verdi	Industry	John Verdi
Vimac Vijaykumar	Industry	

#### NON-VOTING MEMBERS: 21

Name	Representation	Signature
Rob Armstrong	Industry	Rob Armstrong
David Bennett	Industry	
Jamie Bethard	State Government	
Todd Bretz	Industry	
Dave Carpenter, Jr.	Local Government	D. Carpenter Jr.
Mark Castelow	Industry	
Ken Cenci	State Official	Ken Cenci
Matthew Chamberlain	State Government	
Patricia Civitella	Industry	
Jerry Conrad	Federal Government	
John Deemer	Industry	
Jill Drazek	Industry	
George Giles	Local Government	
William Hitchcock	Industry	
Heather Hudson	State Official	
Tim Hulings	Government	
Vincent Jacono	Public Utilities	
Rob McPherson	Industry	
Robert Roop	Industry	
Erich Schuller	State Government	
Dale Wray	Industry	

#### OTHER ATTENDEES

Name	Representation	Signature
Michael Doss	PRINT PACK	Michael Doss
Joe Cozza	State Senate	Joe Cozza
Phillip Reynolds	Miller Env	Phillip Reynolds
Tim Wood	Solenis	Tim Wood
ERIN GOLDNER	Addiction Non-Profit	Erin Goldner
Edwin Shively	Hologic	Edwin Shively
Miki Nichols	LEGATIME	Miki Nichols
Chad Ingram	NSFS	Chad Ingram

## IT Committee Report January 2017

- **Jacob Morente has completed the Letter to the State Fire Chiefs asking them to name those members from each station who will have access to Tier 11 Manager online. The Letter is currently under review for content and it will be distributed in early to mid- January through each County Chief's Association.**
- **Vincent Miller of the Delaware State Fire School is working on the tutorial module that will give the fire company personnel instructions in the use of Tier II Manager.**

# **New Castle County Special Operations Hazmat/Decon Team**

**Report to the LEPC January 9, 2017**

The Hazmat /Decon Team responded to the following since November 14, 2016

- 1. November 15, 2016 - 500 Wilmington Ave. City of Wilmington Maintenance Facility – Mercury spill in dispensary exam room.**

Respectfully submitted,  
Joe Leonetti, Team Leader



Monday, January 9th, 2017

## **NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE**

### **NCCIHMRMRA TRAINING COMMITTEE REPORT TO LEPC FOR NCC**

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training session between the November 14th, 2016 and the January 9th, 2017 LEPC for NCC meetings.

The NCCIHMRMRA Training Committee has the following training sessions scheduled for CY2017:

- (1) "Emerging Threat Stream and Trends" and "Improvised Explosive Materials and Devices and Homemade Explosives Awareness", instructed by Delaware State Police Explosive Ordnance Disposal Team Commander Sergeant Christopher Ennis and DSP-DIAC Terrorism Liaison Officer Detective Tim Kerstetter, on Tuesday, February 21<sup>st</sup> and repeated on Thursday, February 23<sup>rd</sup> from 5:30 pm to 9:00 pm each evening at Elsmere Fire Station 16.
- (2) "Hazardous Materials Technician - Trench and Structural Collapse Awareness", instructed by Robert Murray, retired Baltimore County Fire Department Advanced Tactical Rescue Team Leader and past leader of Pennsylvania Task Force One (PA TF-1) Urban Search and Rescue Team, tentatively 5:30 pm to 9:00 pm Tuesday, March 21<sup>st</sup> and repeated Thursday, March 23<sup>rd</sup> at either Elsmere Fire Station 16 or Mill Creek Fire Station 21.
- (3) Tenth Annual State of Delaware Emergency Response Hazardous Materials Training Workshop held on Friday, April 7<sup>th</sup> and Saturday, April 8<sup>th</sup> at Delaware State Fire School, Dover.
- (4) "Radiation Assessment & Mitigation – Concepts of Radiological Response", instructed by Cheryl Weaver-Docimo of RadResponse, from 8:00 am to 4:30 pm Friday, May 5<sup>th</sup> and repeated Saturday, May 6<sup>th</sup> at either Elsmere Fire Station 16 or Mill Creek Fire Station 21.
- (5) "Propane Flaring Evolutions", led by the DNREC Emergency Response Team, tentatively scheduled Tuesday evening, August 15<sup>th</sup> and Thursday evening, August 17<sup>th</sup>, at Delaware State Fire School, New Castle.
- (6) "Confidence in the Hot Zone" Workshop, instructed by Dave Wolfe and Michael Moore of Safe Transportation Training Specialists (STTS), from 8:00 am to 4:30 pm Friday, September 8<sup>th</sup> and repeated Saturday, September 9<sup>th</sup> at Elsmere Fire Station 16.
- (7) "Rapid Intervention Team for the Hazmat Response Team Field Exercise", led by Darryl Meade of DuPont, tentatively scheduled 6:00 pm to 9:00 pm for Wednesday evening, during May or August.
- (8) Sixteenth Annual NCCIHMRMRA Planning and Training Meeting on Wednesday, November 8<sup>th</sup> from 5:30 pm to 9:00 pm at Elsmere Fire Company Station 16.

Submitted by:  
Mark Dolan  
NCCIHMRMRA Training Committee



# Transportation Committee

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The Federal Rail Administration had the highest civil penalty collection rate in the agency's 50-year history. For the Fiscal year 2016 the agency expects to collect 79% of the civil penalties issued. The total amount of civil penalties issued in physical fiscal year 2016 was 15.75 million. Last year more than 6268 railroad company violations resulted in civil penalties.

**Local Emergency Planning Committee  
For New Castle County  
Steering Committee Minutes  
Location: Delaware State Fire school New Castle Branch  
Date: January 09, 2017**

Attendees: David Carpenter –NCCOEM  
Avery Dalton-DEMA  
Mark Dolan -Training Committee  
David Ennis- Past Chairman LEPC  
Babak Golgolab-Steering Committee Chairman  
David Irwin- LEPC Chairman  
Bill McCracken – IT Committee  
Harris McDowell- State Senator  
Jacob Morente –LEPC Vice Chairman  
Al Stein-Transportation Committee

The Meeting was called to order by Steering Committee Chairman Babak Golgolab.

Approval of Agenda: Motion to accept was made and unanimously approved.

Approval of January 11 , 2016 Minutes: Motion to accept the minutes as written was made by Al Stein second by Dave Ennis unanimously approved.

Proposed FY 2018 Work Plan Review & Recommendation: Motion to accept the Work Plan as written was made by David Carpenter second by Al Stein and was approved by the committee with a change to Item five to read as follows: Partnering with NCC Volunteer Fire Chiefs to identify and enroll key stakeholders for Tier II Manager Fire Service training program.

Proposed FY 2018 Budget Review & Recommendation: Motion to accept the FY 2018 Budget as written was made by John Verde second by David Carpenter unanimously approved.

Renewal of LEPC Staff Service Agreement for FY 2018: Motion to continue David Irwin as Chairman of the NCCLEPC for another year was made by Al Stein second by Dave Carpenter unanimously approved.

Annual Election of Steering Committee Chairman: Nomination was made to have Babak Golgolab continue as Steering Committee Chairman for another year. The committee voted to approve the election.

Adjourn: Since there was no other business Harris McDowell made a motion to adjourn the meeting.

**Local Emergency Planning Committee for New Castle County  
Vice-Chairman Jacob Morente - Activity Report**

January 9<sup>th</sup>, 2017

**SERC & Tier II:**

- |            |   |
|------------|---|
| 12/14/2016 | Attended the quarterly SERC meeting at the Delaware State Fire School, Dover, DE.   |
| 12/16/2016 | Reviewed training module outlines from Vince Miller at Fire School and Bill Davis at DNREC EPCRA program.   |
| 12/20/2016 | Developed letter to State Fire Chief's introducing the roll-out delivery, access and training of the Tier II Manager. Sent to multiple committee members for review and input before distribution through LEPC's. |
| 1/6/2017   | Maintaining a spreadsheet with NCC Fire Co Tier II Manager Access contact information.  |

**Site Assessments & Plan Reviews:** (1 visits conducted) Reports completed and mailed

- |            |                             |              |                                   |
|------------|-----------------------------|--------------|-----------------------------------|
| 11/3/2016  | Croda                       | (New Castle) | <i>Postponed at their request</i> |
| 12/28/2016 | DuPont Experimental Station | (Wilmington) | 3 suggestions/considerations      |

**Outreach:**

Coordinated relocation of LEPC brochures, remaining (1.5) pallets from Chemours Edge moor – to NCC Office of Emergency Management, Gilliam Building.

- |            |   |
|------------|---|
| 11/30/2016 | Served as an evaluator at BASF's Newport facility drill/exercise            |
| 12/1/2016  | Participated in Sunoco Logistics' Marcus Hook, PA table-top drill/exercise. |

**Fire Service Liaison:**

- |              |  |
|--------------|--|
| 12/8/2016    | Attended NCC Firefighter's Association meeting at Fire Points Fire Company   |
| 1/5/2017     | Attended NCC Chief's Association meeting at Mill Creek Fire Company  |
| Misc. Emails | To County Fire Chiefs inviting them to accompany my Site Visits and Emergency Plan Reviews at facilities within their fire district. |

**NCCIHMRA & Training:**

- |            |   |
|------------|---|
| 11/28/2016 | Participated in meeting #4 for 2017 (10 <sup>th</sup> Annual) State of Delaware Hazmat Training Workshop held at Mill Creek Fire Company. Record and distributed meeting minutes. |
|------------|---|

David Irwin  
Activity Report – Items Accomplished  
November 15, 2016 - January 09, 2017

**SERC Activities:**

- Represented the LEPC at the December 14<sup>th</sup> SERC meeting
- Represented the LEPC at a SERC Planning & Training Committee meeting (11/17)
- Chaired the forth 10<sup>th</sup> Annual HazMat Training Workshop Planning Committee meeting (11/29)
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Prepared and submitted in a timely manner the SERC Information & Technology Performance Report
- Signed the approved FY2017 HMEP Grant Sub-Award Application

**Emergency Response Plan Reviews and Facility Visits:**

- Toured the Sunoco Logistics Facility (12/9)

**Exercise Status:**

- Participated as an evaluator for the Sunoco Tabletop exercise (12/1)

**NCCIHMR:**

- Continuing to work with service providers to develop contracts for approved HMEP grant 2017 training evolutions

**Outreach Initiatives:**

- Represented LEPC at the US Coast Guard Sector Delaware Bay Area Committee meeting (11/18)
- Represented the LEPC for NCC at the Sussex (11/16) LEPC meeting
- Represented LEPC at four (4) CAP meetings, Croda (12/7), Delaware City Refining (11/14,12/13) and FMC (11/30)

**Additional Activities:**

- Developed and launched the 10<sup>th</sup> Annual HazMat Training Workshop save the date notice
- Contacted and succeeded in securing Frank Docimo as an instructor for the 2017 HazMat Training Workshop
- Succeeded in securing Dr. Carrie Poore as an instructor for the 2017 HazMat Training Workshop
- Served as a technical resource to one member company and one consultant
- Documented two Hazardous Material reportable release reports in accordance with EPA regulations

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